

P D 10  
FILE*Records*

16 FEB 1970

MEMORANDUM FOR: Deputy Director for Plans  
SUBJECT : Archival Quality of Microfilm  
REFERENCE : DDP 9-5199 to DDS dtd 5 December 69:  
same subject. (DD/S 69-5493)

1. We have received the attached draft copy of the proposed GSA regulation governing Federal Microfilming Standards for Archival purposes. We have been advised that this draft is still with the GSA lawyers and will require a few more months of work before publication, but no basic substantive change is expected. Since we find this draft compatible with our requirements we will proceed with the development and coordination of an Agency publication on microfilming standards and will issue procedures for authorizing destruction of records that have been converted to an acceptable and useable microform substitute.

2. Meanwhile, I see no reason for you to delay further your program to convert hard copy documents to microfilm with the ultimate objective of destroying the hard copy. Procedurally all that need be done before destruction of hard copy that has been converted to useable microform (either positive or negative) is to have your records personnel notify the Agency Records Administration Officer of the type of records you are microfilming and the documents you will destroy. The Agency Records Officer will provide documentation to support destruction of the hard copies. This will be done by general categories and series of records.

3. In regard to paragraph two of your memorandum, our Records Administration Staff and the Records Management Board are continuing the study of the agency wide implications of the use of microfilm systems and equipment. Our initial inventory finds we have in the Agency some 36 different microform systems applications and 660 pieces of equipment that originally cost seven million dollars. One of our concerns in this study is to determine whether or not the Agency, as a matter of policy, should permit more new systems to be developed independently. It may be that future technology in microforms will evolve as did the computer wherein a compatibility among systems to permit an interchange of information will be of critical importance to the effective functioning the systems in the future. For the overall good of the Agency we are obliged to consider those areas where

standardized microform systems are feasible and compatible with the requirements of the separate components where compatibility may be a significant factor. Meanwhile, any questions your officers may have on records disposition or microform systems may be coordinated with the Agency Records Administration Officer.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Attachment

DDS/SSS/RHW:mjk (12 Feb 70)  
Distribution

Orig & 1 - Adse  
~~1 -~~ DD/S Subject  
1 - DD/S Chrono  
2 - SSS

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NC 12/31/68

SUBPART 101-11.5 : MICROFILMING

S 101-11.500 Scope.

This subpart contains (1) information and procedures pertaining to the furnishing of microfilming services to Federal agencies by the National

*GSA*, Archives and Records Service, General Services Administration, (2) standards

*photographic or microphotographic* for making microfilm reproductions of permanent records in order to dispose of permanent records of the originals, (3) standards for storing processed microfilm and

(4) procedures for obtaining authorization to destroy permanent records which have been microfilmed.

S 101-11.501 Authority.

*(2103, 2105, and)* As provided for in 44 U.S.C. 3302, the Administrator of General Services

is authorized to (1) establish, maintain, and operate centralized microfilming services for Federal agencies, (2) establish standards for the reproduction of permanent records, which will permit disposal of the original records, by photographic or microphotographic processes, and

(3) establish standards for the storage of processed microfilm of permanent records which have been destroyed.

S 101-11.502 Services available.

The microfilming services provided by the National Archives and Records Service to Federal agencies include (1) the dissemination of information on current uses of microfilm, on new microfilm techniques, and developments in this field, (2) the provision of technical advice and assistance on microfilm programs, *in order to* promoting programs to preserve records, reduce volume, provide security copies, make duplicate copies, or improve information

G.S.A. Reg.

retrieval systems, and (3) the operation of reimbursable microfilming service, including the preparation, indexing, and filming of records, inspection of film, and the labeling of film containers. Agencies in <sup>the Washington metropolitan area and elsewhere</sup> ~~the Washington metropolitan area and elsewhere~~ <sup>3</sup> GSA Region desiring any of these services should contact the appropriate regional office, General Services Administration, National Archives and Records Service. In ~~the Washington metropolitan area, the Washington National Records Center should be contacted.~~

S 101-11.503 Standards for filming permanent records with destruction of originals.

S 101-11.503-1 Records preparation.

The integrity of the original records which are to be authorized for destruction shall be preserved on the copies, so that the microfilm copies shall be adequate substitutes for the original records in serving the purposes for which such records were created or maintained. More specifically, the term "integrity of the records" is defined to mean:

—(a) That the copies will be so arranged, identified, and indexed that an individual document or component of a record series can be located with reasonable facility; and

—(b) That the copies will contain all significant record detail shown on the originals.

S 101-11.503-2 Film stock.

The film stock used in making photographic or microphotographic copies of permanent records shall comply with <sup>the latest revision of</sup> Federal Standard No. 125a.

~~use in making photographic or microphotographic copies of permanent records~~

101-11.503-3 Processing requirements.

The film shall be so processed that, after processing, it shall contain not more than 0.002 mg. of sodium thiosulphate per square inch of film. Agencies wishing to determine whether processed film meets this requirement may submit samples of their processed film measuring 1 square inches each, to the General Services Administration, National Archives and Records Service, Washington, D.C. 20408, for testing. A charge of \$3 will be made for each sample tested.

101-11.504 Standards for archival microfilm used in reference.

~~photographic microphotographic copies of permanent records~~  
Master copies shall not be used for ~~daily~~ reference purposes. (Diazotized positive film copies are recommended for ~~daily use~~ these purposes.) If, however, no master copies are used, the film shall be sufficiently warmed and reconditioned as prescribed under Section 101-11.505-4. Whenever an agency finds that the original photographic or microphotographic negative or master reproducing copy of permanently valuable records is deteriorating or will deteriorate, the agency shall make a duplicate copy for its own use, if necessary, and shall deposit the original photographic negative or master reproducing copy with the National Archives.

101-11.505 Standards for storage of archival microfilm.

101-11.505-1 Reels and cores.

Microfilm in roll form shall be wound on cores, or on reels of the type specified in USA Standard Dimensions for 100-foot Reels for processed 16mm and 35mm Microfilm, PH5.6-1961, or the latest revision.

thereof approved by the USASI, Incorporated. The materials used for the cores or reels shall be noncorroding, such as plastic compounds or nonferrous metals. The use of steel for reels is permissible provided the reels are well protected by lacquer, enamel, tinning, or other corrosion-resistant finish. Plastics and lacquers which might give off reactive fumes or exudations during storage shall not be used. The plastic materials must be free of peroxides. Paper bands and rubber bands for confining film on reels or cores shall not be used. The materials used shall not ignite, decompose, or develop reactive fumes and vapors, and shall not injure the film as a result of melting or distortion when subjected to temperatures up to 300°F. for 4 hours.

.01-11.505-2 Storage containers.

Closed containers, preferably metal, shall be used for archival storage in a controlled environment. Open containers, such as folding cartons, are permissible only where it can be demonstrated that the container material has no adverse effect on the film over long storage periods. Sealed containers shall be used where needed to maintain archival humidity limits to protect the film against gaseous impurities.

.01-11.505-3 Storage rooms.

Agencies retaining master microfilm copies of archival records shall provide a vault or a fire proof room separated from offices or working areas. No flammable materials should be stored in the area. For full protection against exposure to fire and associated hazards, fire-resistive safes or insulated containers shall be placed

ithin fire-resistive vaults or rooms constructed in accordance with recommendations of the National Fire Protection Association in their publication NFPA 232, Protection of Records, 1967.

§ 101-11.505-4 Environmental conditions.

The relative humidity shall not exceed 40 percent R.H. Temperatures shall not exceed 70°F. Rapid cycling of humidity or temperature should be avoided. Where inactivity of an archival film permits, protection may be increased by conditioning and sealing the film at a lower relative humidity and/or storing the film at a lower temperature. The film shall be sufficiently warmed and reconditioned before use to avoid any possible brittleness in handling. Approximately 0.05 inches of water shall be maintained within the room or vault, and also in the film inspection area, by means of an independent air conditioning system.

§ 101-11.505-5 Control of air conditioning.

Air conditioning shall be kept under sufficient control to meet the standards for temperature and humidity, as specified in Section 101-11.505-4. Dehumidifiers using desiccants should not be used. With circulating air, they create a danger of abrasive or reactive dust particles settling on the film. Humidification before is not necessary, unless the prevailing storage relative humidity is under 15 percent for long periods of time. Water trays or saturated chemical solutions should not be used because of serious danger of overhumidification.

3 101-11.505-6 Protection against air-entrained impurities.

Solid particles, which may abrade the film or react on the image, shall be cleaned from air supplied to storage housings, or storage associated room containing microfilm. An acceptable test for mechanical filters is the National Bureau of Standards test method for air filters.

3 101-11.505-7 Gaseous impurities.

Gaseous impurities such as sulfur dioxide, hydrogen sulfide, and others which may cause deterioration of the base of the image shall be removed from the air. Microfilm shall not be stored with nitrate base film in the same room or in rooms connected by ventilating ducts because gases given off by decomposing nitrate film will damage or destroy the image on safety film records.

3 101-11.505-8 Microfilm inspection.

At approximately 2-year intervals, an adequate number of properly selected lot samples of film shall be inspected. For each biennial inspection, a different lot sample should be chosen, giving some overlap in inspection to note any changes in previously inspected samples.

3 101-11.506 Destruction of records.

Authority to dispose of the original permanent records which have been filmed must be obtained in accordance with Subpart 101-11.4 of the FPMR. Federal agencies proposing to preserve permanently valuable records on microfilm shall request authority to dispose of the originals before the reproduction project is undertaken. The request for authority on Standard Form 115 should include a certification as follows:

certifies that the records described on this form will be microfilmed, indexed, and stored in accordance with the standards set forth in the NPMR, Subpart 101-11.5, Sections \_\_\_\_\_. Whenever the above storage requirements cannot be provided, the master film copies will be transferred to the National Archives and Records Service."

3 101-11.507 Temporary records.

Agencies microfilming non-permanent records to be held 10 years or more should apply the standards set forth above for microfilming and storing permanent records as a means of insuring availability of information for the period of time required.

TO: Mr. Bannerman

ROOM NO. BUILDING

REMARKS:

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Recommend your signature.



RHW

FROM:

ROOM NO. BUILDING EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/RMS  
G H 43

EXTENSION

NO.

DATE

3 December 1969

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/P	5 Dec 69		TKS	
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DD/S 69-5493

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DD/P 9-5199

5 DEC

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Archival Quality of Microfilm

REFERENCE : DD/S 69-4720, 7 November 1969 - *Inventory of Microfilm Sys & Ext*

1. Paragraph 1 of Reference proposes that the feasibility of converting large volumes of records to some type of microform be determined as a solution to our continuing records storage problem. This Directorate established a study group in December 1968 to determine the feasibility of conversion of certain archived material and less-active personality files to microfiche as a solution to that problem. Also being studied is the conversion of regulations, handbooks, and similar general distribution material to microfiche in an attempt to reduce the field records volume and, concomitantly, the security hazard such volume creates. The feasibility studies are continuing, but are being hampered by the fact that the official ruling of The National Archives on the acceptance of positive and negative silver film for archival storage -- expected since February of this year -- has still not been received. Simply stated, conversion of hard copy to microfilm without permission to destroy the hard copy is sheer waste. Additionally, proposals to "print" general distribution material directly onto microfilm by computer-output-microfilm processing are negated by the fact that hard copy for archiving may not be produced in the process. Pleas to National Archives almost monthly through the good offices of the Agency Records Administration Staff have been unproductive. It is requested that this Agency take whatever steps necessary to bring pressure to bear upon The National Archives to produce -- at the earliest opportunity and in writing -- its ruling on the acceptance of microfilm for archival storage.

2. We understand, incidentally, that the Records Administration Staff itself is considering publication of a paper setting forth the Agency position on microfilm applications. It would

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downgrading and  
declassification

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be beneficial for us to be advised of this position, if such has been established, before we proceed much farther apace in our program, and we would hope that the proposed paper will soon be forthcoming.



Thomas H. Karamessines  
Deputy Director for Plans

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8 January 1970

MEMORANDUM FOR: Acting Chief, Support Services Staff

SUBJECT : Federal Standards for Microfilming

1. Early in December we received a memorandum from the Cable Secretariat asking if they could obtain a policy decision which would authorize them to destroy paper copies of cables which have been microfilmed. A few days later we received a similar memorandum from the Deputy Director for Plans asking that we take whatever steps might be necessary to bring pressure to bear upon the National Archives to produce its ruling on the acceptance of microfilm for Archival storage.

2. Within a day or two of receiving the DD/P memorandum, I telephoned the Assistant Archivist, Mr. Everett O. Alldredge, to inquire about the status of the Federal standards for microfilming which we had been informed, by letter from the Archivist about a year ago, would be published in March 1969. Mr. Alldredge told me that the National Archives and Records Service was still trying to iron out some differences between the Federal Bureau of Standards and the American Standards Society, but he promised to call me back and let me know exactly where they stood. Meanwhile, I talked with Sam

████████ in the office of the DD/P and ██████████ in the Cable Secretariat explaining that I had talked with the Assistant Archivist and a response to their queries would be delayed for a short time.

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3. On 7 January 1970 I called Mr. Alldredge since he had not yet responded to my earlier call. This time he told me that the GSA regulations are in final draft and he expected the bureaucratic processing would require about two to three months before they could be published in final form. After some further conversation, he agreed to smuggle a copy of the final draft to us immediately. He is confident that the substance of this draft will not be changed during the final editorial processing and legal review by the GSA General Counsel. Mr. Alldredge offered his opinion that we would be able to use the draft as the basis for Agency policy without awaiting publication of the final version.

4. I have reported the results of this later conversation to ██████████ and ██████████ and told them I hope to be able to respond to their memorandums within the next two or three weeks.

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